



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>HOURS OF OPERATION AND WORK SCHEDULES</b>	<b>POLICY NO.</b> <b>603.1</b>	<b>EFFECTIVE DATE</b> <b>10/1/89</b>	<b>PAGE</b> <b>1 of 5</b>
<b>APPROVED BY:</b> <b>original signed by:</b> <b>ROBERTO QUIROZ</b>  Director	<b>SUPERSEDES</b> <b>311</b> <b>4/25/88</b>	<b>ORIGINAL ISSUE DATE</b> <b>4/2/79</b>	<b>DISTRIBUTION LEVEL(S)</b> <b>1</b>

### **PURPOSE**

- 1.1 To establish the Department of Mental Health (DMH) official business hours, work schedules, hours of operations, and absence reporting responsibilities for employees.

### **POLICY**

- 2.1 Though County policy establishes a workweek consisting of five working days, County departments are permitted, with CAO approval, to establish 40-hour workweeks with less than five workdays in them. Additionally, public necessity may require departmental employees to work more than five days per week, more than eight hours in one workday, or more than 40 hours in one workweek.
  - 2.1.1 It is the responsibility of the District/Division Chief to ensure that sufficient office coverage exists to meet public demand and departmental needs during business hours. District/Division Chiefs should establish written schedules for each employee in their offices, identifying the employee's starting and quitting times, break and lunch periods, and scheduled work days and days off.
- 2.2 **BUSINESS HOURS**
  - 2.2.1 All DMH offices shall be open to the public from 8:00 a.m. to 5:00 p.m. daily, except Saturday, Sunday, and legal holidays. The Department may determine that offices be open at other times or days depending on public necessity and convenience.
  - 2.2.2 With the appropriate Deputy Director's written approval, continuing additional hours of public service may be scheduled for evening and weekends by the District/Division Chief as may be necessary to provide departmental services.
- 2.3 **REGULAR WORKING HOURS**
  - 2.3.1 Except as identified below, eight hours shall constitute a day's work. Regular working hours for Departmental employees are 8:00 a.m. to 5:00 p.m., with one hour for lunch, Monday through Friday.



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2.3.2 Those employees not on 9/80 schedule may, with written approval of their supervisors, elect to work from 8:00 a.m. to 4:30 p.m. or from 8:30 a.m. to 5:00 p.m. This time schedule allows one-half hour for lunch. However, the office must still ensure adequate public service from 8:00 a.m. to 5:00 p.m.

### 2.4 REST PERIODS AND BREAKS

2.4.1 Employees in routine, repetitive jobs are allowed a 15-minute rest period in the morning and a 15-minute rest period in the afternoon.

2.4.2 Rest periods may not be combined with lunch periods or used to shorten the working day in any other manner. Rest periods not timely taken cannot be recovered. This means that an employee who chooses not to take a break in the morning or in the afternoon may not accumulate that time to shorten the 8-hour work day.

2.4.3 Breaks may not be accrued, i.e., an employee may not "carry over" a morning break in order to have a 30-minute afternoon break, or combine breaks with meal periods.

### 2.5 DEPARTMENTAL WORKWEEK

2.5.1 Except as noted below for employees on "9/80" work schedules the workweek for employees in the DMH begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on the following Saturday.

### 2.6 PAYMENT FOR DAYS OFF

2.6.1 The County is on a calendar-day pay system. This means that employees who are paid on a monthly basis are paid for regular days off (Saturday and Sunday for most employees) as well as for days actually worked.

2.6.2 To be paid for the weekend (or other regularly scheduled days off), an employee must be on a full-pay status at least four hours on either the day before the weekend or days off, or the day after the weekend or days off.

Full pay status means:

- time actually worked
- full-pay sick leave
- vacation
- other full-pay leaves of absence



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### 2.7 WORK SCHEDULES

2.7.1 In recognition of varying traffic conditions and particular needs from office to office, the District/Division Chiefs may authorize for their employees one of three work schedules:

“5/40”, “4/40”, and “9/80”

2.7.2 Work schedules of individual employees are the responsibility of the appropriate District/Division Chief to approve and monitor. The District/Division Chief must also ensure that adequate staffing and supervision are maintained for office coverage during prescribed business hours.

### 2.8 “5/40” SCHEDULE

2.8.1 Employees on this schedule work eight hours per day, five days a week, generally with Saturday and Sunday off. In Departmental operations that must routinely provide weekend coverage, the District/Division Chief may schedule other days off in lieu of Saturday and/or Sunday.

2.8.2 Leave benefits for “5/40” employees are used on the basis of an 8-hour day.

### 2.9 “4/40” SCHEDULE

2.9.1 Employees on this schedule work 10 hours per day, four days a week. Generally, either Monday or Friday is taken off in addition to Saturday and Sunday.

2.9.2 Leave benefits for these employees are used on the basis of a 10-hour day. Thus, if an employee is sick on a workday, the employee must use 10 hours of sick leave to cover the absence.

2.9.3 Because paid holiday leave only equates to eight hours, if a holiday falls on a scheduled workday for a 4/40 employee, the employee must use vacation or other accrued time to cover the additional two hours.

### 2.10 “9/80” SCHEDULE

2.10.1 Implementation of this schedule is at the District/Division Chief’s discretion and must be reviewed and approved in advance by both the appropriate Deputy Director and the Head of Operations Section in Personnel Division.



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- 2.10.2 Employees on this schedule work eight nine-hour days and one eight hour day in a two week period. The days off are Saturday and Sunday every week and Friday or Monday every other week.
- 2.10.3 9/80 schedules present special administrative and payroll problems because they span two weeks, one of which will contain overtime unless special care is taken in defining the workweek. The solution is to begin the workweek during the employee's day off at a point which divides the 14 days into two 40-hour weeks.
- 2.10.4 In order to simplify its monitoring by supervisors and timekeepers and for consistency in payroll matters, the District/Division Chief should limit the available designated day off to Friday or Monday. In addition, the District/Division Chief should establish one starting time for all employees on 9/80 in the operation. Staggered starting times are not authorized under the Department's 9/80 schedule. District/Division Chiefs must ensure adequate coverage for their operations on the designated day off and should not implement this schedule if adequate coverage cannot be ensured.
- 2.10.5 A sample 9/80 schedule is:

	(After 12:00)				(Before 12:00)					
	FRI	SAT	SUN	MON	TUE	WED	THU	FRI		
1 <sup>st</sup> wk	0	0	0	9	9	9	9	4	=	40
2 <sup>nd</sup> wk	5	0	0	9	9	9	8	0	=	40

Note that the hours worked in the morning at the end of the first week and those worked in the afternoon at the beginning of the next workweek are on the same day, Friday.

- 2.10.6 Additionally, because the implementation of a 9/80 schedule creates a new workweek, a two-week monitoring period is required during the change from the current Departmental workweek (Sunday through Saturday) to the 9/80 workweek. The purpose for this two-week monitoring period is to ensure that employees do not lose overtime which they may earn during the change.
- 2.10.7 District and Division Chiefs must contact Personnel Division prior to implementing their planned 9/80 schedule for approval and to arrange the monitoring period.
- 2.10.8 Leave benefits for 9/80 employees are used on the basis of a 9-hour or 8-hour day, depending on whether the day for which leave is taken is a scheduled 9-hour or 8-hour day.



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2.10.9 Because paid holidays only equate to eight hours, if a holiday falls on a 9-hour work day for a 9/80 employee, the employee must use vacation or other accrued time to cover the additional hour.

### 2.11 EMPLOYEE'S RESPONSIBILITY TO REPORT ABSENCES

2.11.1 Because adequate coverage to meet operational needs is essential at all times, consistent attendance is a basic condition of employment. Employees are expected to report to work in a timely manner as scheduled by their offices.

2.11.2 In an emergency situation, such as illness or injury or other sudden compelling personal reason, that prevents the employee from reporting to work timely or on a scheduled workday, the employee is to notify his or her supervisor, or the supervisor's designee, as soon as possible but before the end of the first hour of the workday.

2.11.3 Otherwise, the employee must request all other time off at least one day in advance to the immediate supervisor. This requirement includes requests for compensated and non-compensated time off and non-emergency sick leave, such as a scheduled doctor's appointment.

2.11.4 The scheduling and granting of time off is based on consideration of the desires of employees and the needs of the Department. In case these two considerations cannot be reconciled, the needs of the Department must prevail.

2.11.5 The District/Division Chief may establish additional reporting responsibilities as individual circumstances warrant.

2.11.6 Any employee failing to comply with these requirements is subject to loss of pay for the time absent and may be subject to disciplinary action.

### 2.12 QUESTIONS REGARDING POLICY

Employee questions regarding the applicability of this policy to the work setting should be directed to the employee's manager. Managers at the level of Program Head or above may address specific questions about interpretations of this policy to the Head of the Operations Section, Personnel Bureau.

### AUTHORITY

Federal Fair Labor Standards Act  
Los Angeles County Code, Title 6  
Los Angeles County Interpretive Manual for County Pay and Benefit Provisions  
Memoranda of Understanding